

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**



**AIR FORCE RESERVE COMMAND
INSTRUCTION 36-2602**

20 February 1997

Personnel

**APPLICATION PROCEDURES FOR
UNDERGRADUATE PILOT TRAINING (UPT),
UNDERGRADUATE PILOT
TRAINING-HELICOPTER (UPT-H), AND
UNDERGRADUATE NAVIGATOR TRAINING
(UNT)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(MSgt Cynthia A. Crocker)
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This instruction implements Air Force Policy Directive 36-26, *Military Force Management*. It explains how an individual may apply for flying training leading to an aeronautical rating and how applications are processed for individuals applying for pilot/navigator training through the Air Force Reserve. AFRCI 36-2602 requires the maintenance of information protected by the Privacy Act of 1974. Privacy Act Statements required by AFI 37-132, *Air Force Privacy Act Program*, are either incorporated in the body of each document or form required by AFRCI 36-2602, or in a separate statement accompanying each such document. Do not supplement this instruction.

SUMMARY OF REVISIONS

This revision updates office symbols throughout and revises HQ AFRC/DPML application checklist. A (I) indicates revisions from the previous edition.

Section A—General Guidelines

1. Eligibility Requirements. Applicants who meet the following criteria are eligible for Undergraduate Flying Training (UFT) consideration:

- 1.1. Eligible for Officer Training School (OTS) as prescribed by AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories--Reserve of the Air Force and United States Air Force (Temporary)*.
- 1.2. Meet all medical standards specified in AFI 48-123, *Medical Examination and Medical Standards*, for pilot and navigator training.

1.3. Must be eligible for UFT entry before reaching 27 1/2 years of age. **NOTE:** Age waiver consideration is given to applicants who can document that an Air Force administrative, counseling, or medical error occurred within the last 2 years that prevented the applicant from applying for UFT when otherwise eligible.

1.4. Attain minimum required Air Force Officer Qualifying Test (AFOQT) scores. See AFI 36-2605, *Air Force Military Personnel Testing System*, for AFOQT procedures. For the purpose of this application, AFOQT scores do not expire. Requirements:

1.4.1. 50th percentile (or higher) total score for pilot and navigator technical composites.

1.4.2. 25th percentile (or higher) on the pilot composite and at least 10th percentile on the AFOQT navigator-technical composite for applicants for UPT.

1.4.3. 25th percentile (or higher) on the navigator-technical composite for UNT applicants.

1.5. Complete Basic Attributes Test (BAT), (pilot candidates only).

1.5.1. The BAT score combined with the pilot AFOQT score and private flying time produces the pilot candidate selection method (PCSM) score.

2. Ineligibility Factors. The following individuals are ineligible for UFT consideration:

2.1. Persons permanently disqualified for aviation service at any time.

2.2. Officers who have illegally, wrongfully, or improperly experimented with, used, possessed, sold, or transferred any narcotic substance, dangerous drug, intoxicating inhaled substance, or controlled substance as established by Title 21, U.S.C. Section 812 when supported by evidence.

2.3. Officers who have declined UFT after selection.

2.4. Individuals eliminated from a flying training course including USAF - Flight Screening Program (FSP), the Pilot Instruction Program (PIP), and the Flight Instruction Program (FIP), by or for the Armed Forces of the United States, with the following provisions:

2.4.1. Those eliminated for military deficiency or self-initiated elimination (SIE) reasons.

2.4.2. Individuals eliminated for substantiated drug abuse, as defined in AFI 36-2701, *Social Actions Operating Procedures*.

2.4.3. Individuals eliminated for reasons other than those mentioned above, unless specifically recommended for further pilot or navigator training at the time they were eliminated by AETC.

2.5. Officers who hold or held the aeronautical rating of pilot, or comparable rating, in any United States Armed Forces. **NOTE:** These individuals may apply for a comparable USAF rating according to AFI 36-2214, *Aviation Service, Aeronautical Rating, and Badges*. There are no provisions in AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories*, to appoint former officers of any branch of the Armed Forces (including former USAFR officers) in the Air Force Reserve for the purpose of attending UFT.

Section B—Application Procedures

3. How to Apply. For applicants who are not unit assigned, the host reserve recruiting office:

3.1. Provides initial counseling on Reserve participation and UFT eligibility requirements.

3.2. Schedules the applicant for the AFOQT and obtains the results.

3.2.1. If test scores are disqualifying, advises the individual of the results and the eligibility date for retesting; refer to AFI 36-2605, *Air Force Military Personnel Testing System*.

3.3. Schedules an appointment with the nearest active duty medical facility for Flying Class I (FC I) or Flying Class IA (FC IA) physical examination. If the applicant is qualified (or within waivable limits) for the flying training desired specified in AFI 48-123, *Medical Examination and Medical Standards*, then:

3.3.1. Obtains the examination and submits to HQ AFRC/SGPS for processing. HQ AFRC/SGPS forwards complete examination to HQ AETC/SGPS for certification. Certified physicals are returned to recruiting for inclusion in the UFT application.

4. The Military Personnel Flight (MPF):

4.1. Assists unit-assigned members and applicants referred from recruiting in completing forms listed in table 1.

4.2. Includes the commander's recommendation and other letters of recommendation as a part of the application.

4.3. Forwards the completed application to HQ AFRC/DPML. Applications may be submitted throughout the year for consideration by the next scheduled board.

4.3.1. Applications received by HQ AFRC/DPML during the month the board convenes are considered by the next scheduled board.

5. HQ AFRC/DPML:

5.1. Convenes selection board in March and September of each year.

5.2. Announces board dates and deadlines for application submission.

5.3. Ensures applications are complete and candidates meet eligibility criteria.

Section C—HQ AFRC Selection Board

6. Selection Board:

6.1. Boards convene in March and September of each year in conjunction with the HQ AFRC Career Management Board and the Manager Development Council.

6.1.1. Since quotas for UFT are limited, applicants compete for vacancies through board selection based on the "whole-person" concept.

6.1.2. Board members are charged to identify candidates with the strongest potential for completing flying training and becoming exceptional Air Force Reserve Officers.

6.1.3. Selection Boards are composed of at least four voting members. HQ AFRC/CV selects the board president. Each NAF/CC provides a representative to serve as board member.

7. Selecting and Notifying Applicants:

7.1. HQ AFRC/DPML:

- 7.1.1. Notifies the wing commander and MPF of selectees.
- 7.1.2. Returns applications of individuals considered, but not selected, by the AFRC Selection Board to the wing commander sponsoring the candidate.
- 7.1.3. Provides the MPF with HQ AFRC Form 0-16, **Notification of Selection for OTS/FSP/UPT/UNT**. Send information copies to:

- 7.1.3.1. HQ AFRC/FMAR for funding purposes.

- 7.1.3.2. HQ AFRC/DPTF to project follow-on training.

- 7.1.3.3. HQ ARPC/DPRB for issuance of appointment orders upon graduation from OTS.

7.2. Upon receipt of selection notification and in coordination with recruiting, the MPF:

- 7.2.1. Gains the individual to the unit via Personnel Data System (PDS).

- 7.2.2. Initiates request for security clearance. **NOTE:** A request for Final Secret National Agency Check (NAC) must be on file with Defense Investigative Service (DIS) before reporting to OTS.

- 7.2.3. Issues active duty for training orders to OTS/FSP/UPT/UNT, as appropriate.

- 7.2.4. Issues orders from OTS separate from FSP/UPT and UNT orders, consecutively so there is no break in service.

- 7.2.5. Amends orders on individuals with changes to training schedule and individuals eliminated from training.

8. Reconsidering Applicants: Applications may be resubmitted to future selection boards, provided the applicant continues to meet all eligibility criteria.

Section D—Disposition of Graduates/Nongraduates

9. Graduates:

- 9.1. Graduates are awarded the aeronautical rating of pilot or navigator and returned to their home unit for follow-on training.

- 9.2. HQ AFRC/DPTF coordinates follow-on training with the MPF before the individual is scheduled to graduate from UPT/UNT.

10. UFT Eliminations:

- 10.1. Officers eliminated from pilot training may be considered for navigator training provided they are qualified and recommended for UNT by the eliminating authority.

- 10.1.1. Unit commander forwards letter of recommendation and AF Form 1288, **Application for Reserve Assignment**, to HQ AFRC/DPML with new assignment information.

- 10.2. Officers permanently disqualified from aviation service are either:

- 10.2.1. Assigned to a nonrated vacant position within their reserve unit or a reserve unit within commuting distance until expiration of the individual's commitment.

10.2.2. Transferred to Air Reserve Personnel Center (ARPC).

10.2.3. Processed for discharge according to AFI 36-3209, *Separation Procedures for Air Force Reserve Members*.

Table 1. Checklist for Processing OTS/UPT/UNT Applicants.

		RULE				
If applicant is:		1	2	3	4	5
A	A Civilian	Y				
B	A USAFR Office/Active Duty Officer		Y			
C	A USAFR Airman/Active Duty Airman			Y		
D	An Interservice Officer Transfer				Y	
E	*An Interservice Enlisted Transfer					Y
SUBMIT THE FOLLOWING DOCUMENTS, ORIGINAL PLUS COPY						
F	AF Form 56, Application for Training Leading to a Commission in the United States Air Force	X		X		X
G	College Transcripts	X	X	X	X	X
H	Conditional Release				X	X
I	DD Form 785 (if applicable), Record of Disenrollment from Officers Candidate-Type Training	X		X		X
J	*Flying Class I/IA Certified Physical Examination	X	X	X	X	X
K	AF Form 2030, USAF Drug and Alcohol Abuse Certificate	X				
L	AF Form 24, Application for Appointment as Reserves of the Air Force or USAF Without Component	X		X	X	X
M	AF Form 215, Officer Application for Training	X	X	X	X	X
N	AF Form 1288, Application for Ready Reserve Assignment	X	X	X	X	X
O	AF Form 1145, Evaluation of Commissioning Applicants	X	X	X	X	X
P	*Photostatic Copy of DD FM 214, Certificate of Release or Discharge From Active Duty (Prior Service Applicants)		X	X	X	X
Q	Photostatic Copy of Private Pilot Certificate, (if applicable)	X	X	X	X	X
R	*Copy of Security Clearance Information, (do not send originals)	X	X	X	X	X
S	Statement of USAFR Certificate of Agreement (See Attachment 2.)	X	X	X	X	X
T	Pilot Candidate Selection Method (PCSM) Score. (UPT Applicants Only)	X	X	X	X	X
U	*Air Force Officer Qualification Test (AFOQT) Scores	X	X	X	X	X
V	*Wing/CC Letter of Recommendation	X	X	X	X	X

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviation and Acronyms

AETC--Air Education Training Command

AFOQT--Air Force Officer Qualifying Test

AFRC--Air Force Reserve Command

ARPC--Air Reserve Personnel Center

BAT--Basic Attributes Test

DIS--Defense Investigative Service

FIP--Flight Instruction Program

FSP--Flight Screening Program

MPF--Military Personnel Flight

NAC--National Agency Check

NAF--Numbered Air Force

OTS--Officer Training School

PDS--Personnel Data System

PIP--Pilot Instruction Program

UFT--Undergraduate Flying Training

UNT--Undergraduate Navigator Training

UPT--Undergraduate Pilot Training

USAF--United States Air Force

Attachment 2**SAMPLE CERTIFICATE OF AGREEMENT****A2.1. Following is Sample Certificate of Agreement:**

I desire to enter undergraduate pilot/navigator training as an officer of the Air Force Reserve and, in consideration thereof, do hereby agree that, upon successful completion of the undergraduate pilot/navigator training, I will serve with the Air Force Reserve as directed, unless sooner relieved by competent military authority, for a minimum period of eight (8) years upon completion of UPT (6 years for UNT). I further agree to undergo flying transition training in unit-equipped (specify type) aircraft of the (specify unit) upon completion of undergraduate pilot or navigation training. I also agree to satisfactorily participate in the program element to which assigned, and understand that failure to do so may result in my discharge from the Air Force Reserve.

(Signature of Applicant)